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88-4760X

MEMORANDUM FOR: ~~THE RECORD~~ *Director of Central Intelligence*

FROM:

Chairman~~Chairman DCI/MAG~~
DCI Management Advisory Group

SUBJECT:

~~List of DCI/MAG Activities~~

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*- Bullets
- Agenda*

1. I have listed a number of the DCI/MAG achievements and activities that have occurred during the last year or so. I encourage each of you to add any significant items of which you know to the list. This is in preparation for the meeting with the DCI on 14 November at 1500 hours in the DCI conference room. After our meeting today I will give his secretary a list of those who will be attending.

2. Accomplishments of DCI/MAG. Below are listed a number of the accomplishments of the DCI/MAG:

A. On the basis of a suggestion from a DDO officer, the MAG initiated and sponsors the annual Memorial Ceremony.

B. The MAG has consistently dealt with the Office of Security on matters that affect employees. One of the most serious of these is the Reinvestigation Program. It has been stepped up dramatically as OS became capable of meeting its five year RIP goals. Many of the employees were upset because they had heard horror stories of how employees were being treated and also about the intrusive nature of the questions being asked. The MAG had meetings with OS managers and sent forward a Memo to the DDA. Particially as a result of this effort OS instituted a briefing program to inform those undergoing RIPs of what OS considered important and what areas they do not cover. OS runs this program each Friday for those about to be repolygraphed and has briefed in the outbuildings.

C. During the period about a year ago when there were numerous threats of terrorist activities in this country a number of employees in the more vulnerable outbuildings expressed concern about the possibility of terrorist attack on the buildings. We made OS aware of this concern. OS provided briefings on the security measures in force at the outbuildings and also on what type of suspicious activities one should look for to help prevent any terrorist attack.

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D. During the Human Resources Task Force research we worked very closely with the Task Force, to try to make sure that it got a true reading of the employees' interests and concerns. We also provided the Task Force with our input on their proposals.

E. Transportation and Parking are two key areas of employee interest. We have had numerous discussions of these issues with the key DDA personnel responsible for these areas.

F. A lot of MAG effort went into researching and putting together a pamphlet for the use of overt employees to provide guidance on what they could say about CIA to their friends and relatives. "What To Say About CIA" is a well done pamphlet that we believe could be very helpful to overt employees. It has been opposed by some on the grounds that one should say as little as possible. However, all of the material in this pamphlet has been taken from official CIA statements or from sanctioned unclassified speeches given by senior CIA officials. We continue to believe it should be published and made available to CIA employees as guidance on what they can say about the Agency.

H. We have also invited numerous program managers to talk with us on various issues of interest. These have included, but not been limited to, the Agency HELP Program, the Fitness Center and Fitness Program, Management Training and Development, the progress of HRTF initiatives, Agency employee recruitment, etc.

3. Our current Advanced Work Plan includes the following major subjects:

A. Communications within the Agency. is responsible for this subject and has done extensive research of the use of newsletters within CIA. She also designed, produced, and colated an all employee survey that showed overwhelming support for an Agencywide newsletter. An issue statement is currently being drawn up for the ExCom on this subject.

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B. Speakers Program. This has been very successful. We have sponsored talks by Mr. Taylor, Robert Vickers, NIO/LA, and a Nicaraguan Defector talking about what Nicaragua is really like. We intend to put together a winter program covering such subjects as the current developments in the Soviet Union and the Bloc, Global Economics, etc.

C. Security and Polygraph issues. This is an area where we have continually monitored employee concerns and OS activities. It is an area where serious morale problems can develop if there is preceived to be abuse of the special authorities necessary to protect our classified material.

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D. Management and Management Training are areas where all of us have encountered concern among employees that our managers are not as skilled nor as capable as they should be. There seems to be much more emphasis on production than on good management that builds the structure for excellence.

E. Workplace Environment and Health deals with the concerns of the employees over the crowding and increased health hazard caused by sealed buildings and modular furniture that fits more people into less space and with much less privacy.

F. Morale and Motivation deals with the issues of generation change and the New Guard/Old Guard problems that come up with the rapid build up over the last several years and the change in generations.

4. Please feel free to comment on the above and suggest inclusions, changes, deletions as you see fit.

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